



Community Services Division

POLICY P506 KEY BOX SPECIFICATIONS

Effective Date: November 21, 2005

Revision Date: April 11, 2006

PURPOSE

The purpose of this policy is to provide consistency regarding inquiries about the location and general requirements of key boxes on commercial buildings.

This policy does not apply to Group R-3 occupancies.

IFC SECTION 506

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purpose, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

The approved key box for the City of Goodyear is obtained from the KNOX Company.

POLICY & GENERAL REQUIREMENTS

Key box locations shall be referenced on the site plan. Additional key boxes may be required due to size of the building or nature of the business.

Each building shall be provided with a key box(s) as follows:

1. A building with a total area under roof of 1000 sq. ft or less shall require only (1) key box located at the front of the building.
2. A building with a total area under roof of 1,001 sq. ft. or more requires a minimum of two key boxes as follows:
 - 2.1 One (1) key box shall be installed at the front of the building.
 - 2.2 One (1) key box shall be installed by the rear door of the building.

NOTE: The key box by the rear door may be omitted when a building has a riser room accessible from an exterior door. In this case, the key box shall be located in close proximity to the riser room door.
3. A building with multiple tenants shall require two key boxes as follows:
 - 3.1 one (1) key box located at the front of the building and
 - 3.2 one (1) key box installed for every three tenant spaces by the rear doors. The location of the key box shall be in close proximity to all applicable rear doors.
 - 3.3 Anchor tenants associated with multiple tenant buildings shall have one (1) key box located at the front entrance to the Anchor building and one (1) key box located by the rear door of the Anchor building.
4. Keys for access into the building, as well as all locked areas shall be available in the key box. All keys shall be clearly identified as to its use.

INSTALLATION REQUIREMENTS

The top of key boxes shall be installed to be at least 48 inches to a maximum of 60 inches above finished grade, and shall be immediately visible and accessible to emergency responders when exterior doors are in the open position.